



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2012-072

OPEN TO: All Interested Candidates / All Sources

POSITION: Special Consular Services Assistant, LES-9; FP-5
(This position is budgeted for the Local Compensation Plan)
(NOTE: Applicants who applied for Announcement Number 2012-062 do not need to re-apply as they will be considered for this position as well)

OPENING DATE: June 7, 2012

CLOSING DATE: June 22, 2012

WORK HOURS: Full-time; 40 hours/week

SALARY: ₱ 557,529.00 per annum (Starting salary)
LES-9; FP-5

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Manila is seeking an individual for the position of Special Consular Services Assistant in the Consular Section / American Citizens Services (CON/ACS).

BASIC FUNCTION OF POSITION

Performs the full range of the most difficult, responsible and specialized aspects of Special Consular Services duties including deaths, arrests, management of emergency medical and dietary assistance or repatriation accounts and other emergencies. Deals with the most complex and sensitive assistance cases with the help of an extensive range of contacts. Provides considerable technical guidance to other employees and newly arrived consular officers. Maintains official contacts with host government to provide expeditious resolution to the plight of U.S. citizens in need of assistance. Travels to the field in response to man-made or natural disasters to assist U.S. citizens. Handles the most complex and sensitive repatriation and financial assistance cases and initiates searches for missing U.S. citizens. Serves as principal technical advisor to ACS

Chief. Deals with the most serious cases involving the arrest and confinement of U.S. citizens. Serves as the alternate local Unit Supervisor over other employees. Drafts reports and responds to correspondence from members of Congress, Department of State, and others. Handles U.S. citizen death cases through all phases including identifying and notifying next-of-kin, facilitating disposition of the remains and estate, and preparing the report of death. Conducts initial interviews of U.S. citizens seeking assistance and provides guidance to U.S. citizens who have legal problems or require social services. Maintains unit files and prepares monthly statistic reports. Acts as sub-cashier for ACS section. Performs other duties as needed.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education and experience

A) Completion of a bachelor's degree in Science, Law, Behavioral Science or Liberal Arts is required and four years of office experience in a position involving public contact is required.

OR

B) Completion of two years of college or university study in general coursework, such as mathematics, history, the arts, social sciences, or other courses AND five years of office experience in a position involving public contact, three years of which must involve interpreting and applying U.S. Government laws and regulations.

2. Level IV (Fluent) Speaking/Reading/Writing English and Tagalog language are required.

3. Knowledge of types and purposes of U.S. laws and regulations pertaining to American Citizens Services and USG policies and procedures relating to American citizens services and Philippine criminal laws and regulations and rules of court is required.

4. Proficiency in MS Office is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold the appropriate security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
New Office Annex Building,
United States Embassy
1201 Roxas Blvd, Manila

Telephone: (632) 301-2000 ext. 2251

Fax: (632) 301-2399, **Attention: HR Office**

E-mail: mnlper@state.gov

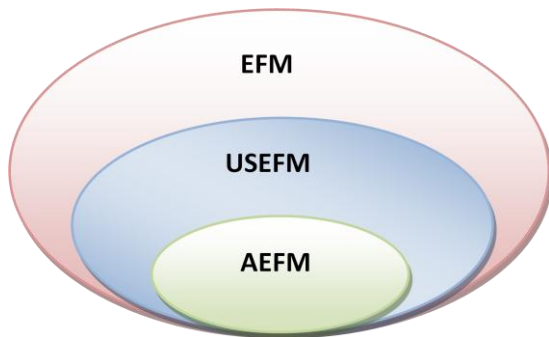
(Please send as Microsoft Word, Adobe PDF, or JPEG attachment)

CLOSING DATE FOR THIS POSITION: June 22, 2012

The U.S. Mission in Manila provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; AND
- EFM (see above) at least 18 years old; AND
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a

USG agency that is under COM authority, or at an office of the American Institute in Taiwan; AND EITHER:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute of Taiwan; OR
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#).

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. Citizen; AND
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; AND
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; AND
- Is residing at the sponsoring employee's post of assignment or, as appropriate, office of the American Institute in Taiwan; AND
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; AND
- Not on the travel orders of the sponsoring employee; AND
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

5. **Not Ordinarily Resident (NOR)** - An individual who:

- Is NOT a citizen of the host country; AND
- Does not ordinarily reside (OR, see below) in the host country; AND

- Is not subject to host country employment and tax laws; AND
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** - A foreign national or U.S. Citizen who:

- Is locally resident; AND
- Has a legal, permanent resident status within the host country;
AND
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. Citizens, are compensated in accordance with the Local Compensation Plan (LCP).

APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

Approved:HRO: Michelle Burton
Cleared:CON/ACS: Adrienne Taylor
Cleared:FMC: Jeffrey Searce
Drafted:HR: NCB/rcs